DOCUMENT RESUME

ED 205 152 HE 014 247

TITLE	Gift Reporting Standards and Management Reports for Educational Institutions.
INSTITUTION	Council for Advancement and Support of Education, Washington, D.C.: National Association of Coll. and Univ. Business Officers, Washington, D.C.
PUB DATE	81
NOTE	26p.
AVAILABLE FROM	Council for Advancement and Support of Education, Suite 400, 11 Dupont Circle, Washington, DC 20036.
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*College Administration: Definitions: Endowment Funds: *Financial Support: Grants: Guidelines: Higher Education: Income: Insurance: Private Financial Support: *Recordkeeping: *Records (Forms): *School Accounting: Trusts (Financial)

ABSTRACT

In reponse to a need for better management of administrative recordkeeping and reporting, the Council for Advancement and Support of Education and the National Association of College and University Business Officers developed a set of definitions and guidelines for reporting gifts and other management information. Guidelines for gift valuation cover: securities, real and personal property, charitable remainder trusts, pooled income funds, gift annuities, charitable lead trusts, trusts administered by others, insurance, and nongovernmental grants and contracts. A format is provided for reporting sources, with definitions given for various source types (alumni, parents, faculty and staff, students, other individuals, foundations, personal and family foundations, other foundations and trusts, businesses, religious organizations, fund-raising consortia, and others). A format and definitions for donor purposes (unrestricted, current operations, property, endowment, unrestricted endowment income, academic divisions, faculty and staff compensation, student financial aid, research, library, operation and maintenance of physical plant, and others) are given. Finally, a format and definitions for reporting other program data are provided. Other program data refer to such information as individuals of record, individuals solicited, charitable remainder trusts, business matching gifts programs, and testamentary commitments. (MSE)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED205152

Gift Reporting Standards and Management Reports for Educational Institutions

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

CASE

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

HE 014 2407

© 1981 Council for Advancement and Support of Education, Suite 400, 11 Dupont Circle, Washington, DC 20036, and National Association of College and University Business Officers, Suite 510, One Dupont Circle, Washington, DC 20036.

FOREWORD

This document, Gift Reporting Standards and Management Reports for Educational Institutions, was developed by members of the Council for Advancement and Support of Education (CASE) and the National Association of College and University Business Officers (NACUBO). It is the product of a continuing interest on the part of educational administrators throughout the nation to develop the means for better managing their responsibilities. It is also an affirmation on the part of the governing boards and staffs of CASE and NACUBO to cooperate closely in providing the tools for achieving that end.

The distribution of Gift Reporting Standards is the culmination of phase one of a two-part project. Phase two will culminate in the issuing of a set of institutional relations and development program expenditure reporting standards and reporting format, work on which is now well underway.

Gift Reporting Standards is, in effect, a set of definitions which will permit university, college, and independent secondary school development program officers and business officers to speak the same language. The standards and the management report format, when used in conjunction with each other, provide sound tools (a) for compiling the results of one's fund-raising program each year for trustees, the president, donors, and all other interested parties, and comparing the results with those of previous years, and (b) for making credible comparisons of one's fund-raising results with those of similar, cooperating institutions.

The definitions in this document have been reviewed and approved by the governing bodies of CASE and NACUBO. They conform with the requirements of NACUBO's College and University Business Administration and the American Institute of Certified Public Accountants' guide, Audits of Colleges and Universities, as amended. With these definitions, those who head the development and business offices at colleges and universities can work together to identify and make known the ways their respective reports--with their somewhat different purposes--depart from each other and may be reconciled. For example, it is as proper for the development officer to report all the funds given to a university-affiliated foundation as it is for the business officer to report only that portion transferred for expenditure to the institution, but all interested parties should know and understand why the two reports differ.

Through the generosity of the U.S. Steel Foundation, two meetings between development officers and business officers were held in 1977 to consider ways in which cost-effective fund-raising could be rewarded. Persons involved in these meetings were: Richard D. Cheshire (now of the University of Tampa), William A. Gregory (U.S. Steel Foundation), Warren Heemann (now of the Georgia Institute of Technology), K. Scott Hughes (now of Peat, Marwick, Mitchell & Co.), Kerry McLanahan (now of Purdue University), Robert W. Meyer, (Ohio Wesleyan University), Joel Smith (Stanford University), and Marwin O. Wrolstad (Lawrence University). M.J. Williams (NACUBO) organized and chaired the two meetings.

Early in 1979, Warren Heemann organized a committee of knowledgeable development program officers to begin work on the gift reporting standards and definitions contained in this document. The other members of that committee were: Richard F. Edwards (CASE), Harvey K. Jacobson (University of Michigan), Roger D. Lathan (University of Rochester), David W. Lawrence (Miami University, Ohio), James F. Ridenour (Western Maryland College), and Jeff Shy (Jeffery R. Shy Associates). Hayden Smith (Council for Financial Aid to Education) also participated in the group's work, though not formally a member, and made many valuable contributions to it.

Crucial funding was awarded the project in 1980 by the Exxon Education Foundation, a particularly enlightened organization which has demonstrated a continuing interest in supporting projects which show promise of further improving the management of higher education. We are deeply appreciative of that funding. At about this time the working group was reorganized and new members were added. Gregg O. Lehman (Taylor University), Richard J. Ramsden (Brown University), and Stephen H. Terry (Michigan State University) joined Heemann, Jacobson, and Ridenour to polish the standards and begin work on the expenditure standards and reporting format.

Those of our staffs who, through their thoroughly professional support and knowledge, made valuable contributions to the project were Richards Edwards and Mary Beth Hopkins of CASE and Stephen D. Campbell, K. Scott Hughes, James Hyatt, Abbott Wainwright, and M.J. Williams of NACUBO.

It must be recognized that these gift reporting standards and the management report format are evolutionary in nature, and that changes are not only inevitable but also desirable. We welcome the comments of the CASE and NACUBO memberships and promise that they will receive the proper attention. Possible modifications notwithstanding, this document, Gift Reporting Standards and Management Reports for Educational Institutions, represents a major contribution to the development of

fund-raising management expertise, management expertise which is required absolutely as educational institutions try to prepare themselves for both the vicissitudes and opportunities of the end of the Twentieth Century and the beginning of the Twenty-first.

James W. Fisher
Council for Advancement and
Support of Education

D. F. Finn
National Association of College
and University Business
Officers

. . .

INTRODUCTION TO THE GUIDELINES AND DEFINITIONS

The definitions and formats of Gift Reporting Standards and Management Reports for Educational Institutions are similar to, but an improvement upon, those of the survey of Voluntary Support of Education. Those who adjust their gift accounting procedures to be compatible with this document will have no trouble in transferring the data to the CFAE survey.

It must be stressed that certain institutions may choose to report their gift revenues to their particular constituencies in somewhat different but equally reasonable ways. As an example, a college which received a gift from a small, family foundation may wish to give credit in its report to its donors to the individual member of the family who was responsible for obtaining the gift, rather than the foundation proper. For the sake of these management reports, however, it should be credited as the guidelines prescribe, i.e., as a gift from a family foundation.

In regard to gift valuation, it was agreed that in establishing the standards, the shifting sands of tax legislation and interpretation and the use of Internal Revenue Service formulas for calculating the amount of deduction allowed on various gifts should be avoided. This approach notwithstanding, those persons raising funds for colleges and universities should keep themselves informed of current IRS regulations to avoid jeopardizing the tax position of their institutions' supporters.

Sources of gifts are defined as those entities which transferred the gift to the institution. For the purpose of this report, the committee agreed to two exceptions to this rule: First, gifts from business-sponsored foundations--such as the Exxon Education Foundation, the General Electric Foundation, and the like--are considered to be gifts from the businesses themselves. Second, gifts to institution-affiliated foundations, alumni associations, athletic associations, and the like should be reported with and in the same manner as gifts to the institutions themselves. It is important to understand that this treatment does not constitute an endorsement of accounting and auditing standards different from those contained in COLLEGE AND UNIVERSITY BUSINESS ADMINISTRATION or in the AICPA guide, AUDITS OF COLLEGES AND UNIVERSITIES, as amended. Such treatment for the purpose of this report is not intended to affect the revenues and fund balances of the institution's published financial statements.

The sums provided in Sections I and II should include only the cash and property received during the fiscal year ending June 30. They should not include unpaid pledges, other unrealized commitments such as provisions made in the wills of living individuals, or the value of services provided by volunteers. Government support--whether federal, state, local, or foreign--also should not be included in the sums reported as private, charitable support in Sections I and II. Information on estate commitments is requested in Section III: Other Program Data so as to obtain a larger picture of the institution's success in developing external sources of support, both in the present and for the future.

GUIDELINES: GIFT VALUATION

Gifts should be valued by the institution on the date of delivery. The amounts reported in this summary should be arrived at without regard to a donor's personal estimation of the gift's value, the worth and date of the gift as reported by the donor to the Internal Revenue Service, or the value placed upon it by the Internal Revenue Service in reference to the individual's personal income tax liability. In cases where gifts are made in cash, the valuation should not pose a problem. In cases where gifts are made with securities, real and personal property, in trust, through insurance policies, or bearing some real or implied obligation on the part of the institution, the following guidelines should be observed.

SECURITIES: Institutions should credit gifts of securities at the mean of their market value on the date of delivery. Neither losses nor gains realized by the institution's sale of the securities after their receipt should affect the value credited. Any brokerage fees incurred by the institution and changes in value prior to liquidation should be considered operating expenses or income of the institution.

REAL AND PERSONAL PROPERTY: Major gifts of real and personal property--such as land, houses, paintings, antiques and rare books--should be reported at the fair market value placed upon them by an independent, expert appraiser. Small gifts of real and personal property--such as rare books, prints, etc.--with an apparent worth of less than $5,000 may be valued by a member of the staff of the institution with some expertise--such as a librarian or professor of art--and that informal valuation used for institutional reporting purposes.

CHARITABLE REMAINDER TRUSTS, POOLED INCOME FUNDS, GIFT ANNUITIES, AND CHARITABLE LEAD TRUSTS: Gifts made to establish charitable remainder trusts and contributions to pooled income funds should be credited at their net realizable value (i.e., the remainder interest) as calculated by the institution for financial statement purposes. Gift annuities should be credited at the difference between the total assets transferred and the liability for the annuity payable (current actuarial value). In reporting the value of a charitable lead trust, however, only the income received from it each year during the period of the operation of the trust should be included in an institution's gift totals.

Examples: (1) A donor establishes a unitrust with an institution by transferring stock with current market value of $150,000 at the time delivered and with an expected present value liability for payments of $50,000: The institution should include only $100,000 in its gift totals. (2) A donor establishes a charitable lead trust with an institution by transferring $500,000 to it with the understanding that $25,000 a year will be made available to the institution each year for ten years, after which the assets are to be returned to the donor: Only the $25,000 received by the institution each year should be included in the school's annual gift totals.

Note: Provision has been made in the section Other Program Data for citing the total amount of the assets given to establish charitable remainder trusts, add to pooled income funds, or purchase gift annuities.

TRUSTS ADMINISTERED BY OTHERS: The value of the assets of gifts in trust which the donor has chosen to have administered by an independent entity, such as a bank or other fiduciary, should not be included in the institution's gift totals at the time the trust is established. Rather, only the income derived from such trusts each year should be included in the institution's annual gift totals. The value of the assets of gifts in trust which the institution has chosen to have administered by others should be included in the institution's gift totals for the year --provided the gift is irrevocable.

Examples: (1) A donor establishes an irrevocable trust under the control of his bank with $500,000 of assets. The trust is to distribute the income equally each year to his college and his church. The college should report only the income distributed to it each year and not its $250,000 share of the trust assets in the year established. (2) A donor agrees to establish a charitable remainder trust with his college. The college decides that the donor's bank should serve as trustee, rather than the college: The net value of the trust should be reported in the year it is established, as calculated in accordance with the principles cited in the section Charitable Remainder Trusts, Pooled Income Funds, Gift Annuities, and Charitable Lead Trusts, above.

Caveat: When an institution is in the position to report the value of a newly established gift in trust, as in example (2) above, the source cited would be Individuals. When it can report only whatever share of the income it received each year as in example (1) above, the source cited would be Other Foundations and Trusts. (See below under definition of Sources.) Also,

once the value of the assets has been reported, it should not be included again in some subsequent report, say, after the death of an individual who set up a charitable remainder trust. Changes in the value of the trust assets should be considered a gain or loss on the disposition of the assets.

Note: Generally accepted accounting principles for colleges and universities permit recording of the assets of trusts administered by others in the institution's records as an option to the above, preferred treatment. Institutions electing this optional treatment for financial statement purposes should exercise care in adjusting their financial records for purposes of these reporting standards.

INSURANCE: Institutions must be named both beneficiary and irrevocable owner of an insurance policy before a policy can be recorded as a gift. Institutions should report the cash surrender value of the policy, rather than its face value, as the amount of the gift. If the donor pays further premiums on the policy, the institution should include the entire amount of the premium payment in its gift totals. If the institution elects to pay the premiums, the institution should consider those payments as operating expenditures and not report increases in the cash surrender value as gifts. Regardless of whether the donor or the institution pays the premiums on a policy it owns, the difference between the cash value and the insurance company's settlement at the death of the donor should not be reported as a gift but rather as a gain on the disposition of assets. In those cases where an institution receives the proceeds of an insurance policy in which it was named beneficiary but not owner, the full amount received should be reported as a gift on the date delivered.

NONGOVERNMENT GRANTS AND CONTRACTS: A differentiation must be made between grants and contracts when reporting an institution's gifts. Grant income from private, nongovernment sources should be included in an institution's gift totals; contract revenue should not. Both private grants and contracts may be awarded on the basis of an unsolicited proposal. Both may be based on line-item budgets submitted to the awarding agency and may involve the institution in at least the ethical responsibility of periodic and final reports on the uses made of the funds. The difference, however, between a private grant and contract may be judged on the basis of the intention of the awarding agency and the legal obligation incurred by an institution in accepting the award.

A private grant, like a gift, is bestowed voluntarily and without expectation of any tangible compensation; it is donative in nature. A contract is a written, often negotiated agreement between the institution and the awarding agency and is enforceable by law. Whereas an institution has the legal responsibility of using funds received as gifts and private grants for the purpose specified by its donors, its obligation to the donor usually does not, and probably should not, exceed the limit. Its responsibility under a contract, on the other hand, normally involves the generation of some tangible product, such as a report of research, often for the exclusive or proprietary use of the contracting agency and subject to certain standards of performance.

It is noted here again that government grants and other awards --whether local, state, federal, or foreign--should not be included in this report.

. . .

I. MANAGEMENT REPORT: SOURCES

A. Individuals $_____

1. Alumni $_____
2. Parents $_____
3. Faculty and Staff $_____
4. Students $_____
5. Other Individuals $_____

B. Organizations $_____

1. Foundations $_____
   (a) Personal and Family $_____
   (b) Other Foundations and Trusts $_____
2. Businesses $_____
3. Religious Organizations $_____
4. Fund-Raising Consortia $_____
5. Other Organizations $_____

GRAND TOTAL $_____

DEFINITIONS: SOURCES

Those individuals or organizations, by type, which transmit the gift or grant to the institution. In those cases where a contribution passes through several entities--such as from an individual to an organization to an institution, or from an organization to another organization to an institution --the last of the entities through which it passes before being received by the institution should be cited as its source.

Examples: A gift from the personal foundation of an alumnus should be identified as coming from Personal and Family Foundations. Contributions made by individuals to a church, and then by the church to a college, should be recorded as a gift from Religious Organizations, rather than as a number of gifts from Individuals.

Caveat: For the purpose of this report, contributions from business firms made through their sponsored foundations, such as the Exxon Education Foundation and the General Electric Foundation, should be recorded as coming from Businesses. Also, college- and university-affiliated foundations, association, societies, and clubs (as well as alumni association chapters) which have been organized solely for the support of the institution with which they are affiliated should be considered a part of the college or university itself. As an example, a gift made by an alumna to a chapter of her school's alumnae organization should be recorded as a gift from Alumni, rather than Other Organizations.

ALUMNI (I.A.1.): Former students--full- or part-time, undergraduate or graduate--who have earned some credit toward one of the degrees offered by the reporting institution.

Examples: For the purpose of this report, an individual who completed only one semester or, indeed, only one degree-credit course with passing grades may be included in the Alumni category. An individual who matriculated but did not complete the semester or who enrolled in a special course which did not carry degree credit, offered, say, through the university's extension division, should not be included in the Alumni category.

PARENTS (I.A.2.): Persons other than those defined above as Alumni who are the parents, grandparents, and guardians of either currently enrolled or former students of the reporting institution. An affiliation as an alumnus should take precedence over that of a parent for the purpose of this report.

FACULTY AND STAFF (I.A.3.): Persons other than those defined above as either Alumni or Parents who are current employees or retirees of the reporting institution. An affiliation as an alumnus or a parent should take precedence over that of faculty and staff for the purpose of this report.

STUDENTS (I.A.4.): Persons who are currently enrolled full- or part-time by the reporting institution in a course or courses offering undergraduate or graduate degree credit.

Example: An individual who attended a university, earned degree credit, left the institution, and then returned may be moved from the Students classification to that of Alumni and back to Students for the purpose of this report.

OTHER INDIVIDUALS (I.A.5.): All persons who are not classifiable as Alumni, Parents, Faculty and Staff, or Students by the above definitions.

FOUNDATIONS (I.B.1.): Private tax-exempt entities, whether corporation or trust in legal form, which have been established and are operated exclusively for charitable purposes. For this report, they are divided into two categories: (1) Personal and Family Foundations and (2) Other Foundations and Trusts (see below).

Caveat: Not all grant-making organizations which use the word foundation in their titles should be included in this category. The National Science Foundation and the Empire State Foundation, as examples, are not private tax-exempt entities and, therefore, their grants should not be included in a report of private voluntary support.

PERSONAL AND FAMILY FOUNDATIONS (I.B.1.(a)): Foundations which have been established and continue to be operated as the conduits for the charitable donations of an individual or the immediate members of a family and which otherwise qualify as Foundations as defined above.

OTHER FOUNDATIONS AND TRUSTS (I.B.1.(b)): All private foundations, as defined above, and charitable trusts which are not business-sponsored foundations or Personal and Family Foundations as defined. As an accounting convenience, gifts from community foundations should be reported here.

Examples: Most of the major private foundations of the nation --such as the Rockefeller, Johnson, and Kellogg foundations-- are included in this category.

BUSINESSES (I.B.2.): Corporations, partnerships, and cooperatives which have been organized for profit-making purposes; includes corporations owned by individuals and families and other closely held companies. Also included in this category are business-sponsored foundations, i.e., those organizations which have been created by business corporations and which have been funded exclusively by their companies. Also included are industry trade associations.

Caveats: A distinction should be made between a gift made from the business account and one from the personal account of a person who operates a personal or family-owned business or is a participant in a partnership or cooperative. A check drawn from a business account should be credited to the Businesses category for the purpose of this report. Also, certain private foundations carry names which may cause them to be confused with Businesses. As an example, the Ford Foundation was established with the personal gifts of Henry and Edsel Ford, not by the Ford Motor Company; therefore, gifts from the Ford Foundation should be included in the totals reported under Other Foundations and Trusts. Gifts from the Ford Motor Company Fund, on the other hand, as those from the General Electric Foundation and the Quaker Oats Foundation, are from business-sponsored foundations and should be reported under Businesses. Guidance can be obtained from The Foundation Directory (published by the Foundation Library Center, 444 Madison Avenue, New York, New York 10022), which cites the principal donor of each foundation's assets.

RELIGIOUS ORGANIZATIONS (I.B.3.): Includes churches, synagogues, and temples and their denominational entities, hierarchies, and service groups.

FUND-RAISING CONSORTIA (I.B.4.): Entities which have been formed by a group of cooperating institutions or organizations for the purpose of facilitating their fund-raising activities.

Examples: The United Negro College Fund and the Virginia Council of Independent Colleges are examples of entities to be considered Fund-Raising Consortia for the purpose of this report.

OTHER ORGANIZATIONS (I.B.5.): All organizations not defined above as Foundations, Businesses, Religious Organizations, or Fund-Raising Consortia other than governmental agencies.

II. MANAGEMENT REPORT: DONOR PURPOSES:

A. Unrestricted $_____

B. Restricted for Current Operations $_____

1. Academic Divisions (Otherwise Unrestricted) $_____
2. Faculty and Staff Compensation $_____
3. Student Financial Aid $_____
4. Research $_____
5. Library $_____
6. Operation and Maintenance of Physical Plant $_____
7. Other Purposes $_____

C. Restricted for Capital Purposes $_____

1. Property $_____
2. Endowment $_____
   (a) Unrestricted Income $_____
   (b) Restricted Income $_____
      (1) Academic Divisions (Otherwise Unrestricted) $_____
      (2) Faculty and Staff Compensation $_____
      (3) Student Financial Aid $_____
      (4) Research $_____
      (5) Library $_____
      (6) Operation and Maintenance of Physical Plant $_____
      (7) Other Purposes $_____
3. Loan Funds $_____

GRAND TOTAL $_____

DEFINITIONS: DONOR PURPOSES

The purposes for which gifts have been made, as restricted by the donors.

UNRESTRICTED (II.A.): Gifts given by donors without any limitation, prohibition, or constraints, regardless of any subsequent designation by the institution for current operations, to function as endowment, or to construct facilities. In cases where the donor expresses a preference but leaves the decision as to use to the institution, the gift should be reported as Unrestricted.

CURRENT OPERATIONS (II.B.): This category includes both gifts given specifically (1) for current operations but left otherwise unrestricted and (2) for current operations and also restricted to a specific use, such as the maintenance costs of a particular department or research in a designated field.

PROPERTY (II.C.1.): Gifts of both real and personal property for the educational use of the institution; also gifts made for the purpose of purchasing buildings, other facilities, and land for the educational use of the institution; also gifts made for the purpose of constructing or providing major renovations of buildings and other facilities. As an accounting convenience, gifts of $10,000 or less used to purchase, renovate, or construct a facility may be considered as restricted for Current Operations and included under Operation and Maintenance of Physical Plant (II.B.6.).

ENDOWMENT (II.C.2.): Those gifts added to the endowment assets of the institution by donor direction. The endowment assets are those that are required by donors to be retained and invested for income-producing purposes. A restricted gift of property not used for educational purposes but which produces income available to the educational program should be considered endowment. Also, a restricted gift of property which is retained for future sale or development should be considered endowment, even though income from it is deferred until its sale or development.

Examples: A local businessman gives a motel he owns with the understanding that it will be sold and the proceeds used to create an endowment honoring his deceased wife. A second businessman gives a motel, this near campus, but specifies that it

is to be used as dormitory space. The first gift should be credited to Endowment (II.C.2.), the second to Property (II.C.1.).

ENDOWMENT-UNRESTRICTED INCOME (II.C.2.(a)): Gifts restricted by donors for endowment (see definition II.C.2. above) but not bearing any restriction from the donor as to the use of the income the endowment produces.

ACADEMIC DIVISIONS (OTHERWISE UNRESTRICTED)(II.B.1. and II.C.2.(b)(1)): Gifts for current operations or endowment which have been restricted by the donor for a particular academic division of the institution--such as a college of medicine, school of law, or department of English--but upon which no further restriction has been placed.

FACULTY and STAFF COMPENSATION (II.B.2. and II.C.2.(b)(2)): Gifts for current operations or endowment which have been restricted by the donor for faculty and staff salaries and fringe benefits. Includes gifts in support of endowed chairs and professorships, sabbatical and other professional leaves, all for persons in the current employment of the institution. Gifts made to support lecture series and consultants should be reported under Other Purposes.

Caveat: As an accounting convenience, funds made available for salaries as part of a larger grant for support of a research project may be credited under the Research category.

STUDENT FINANCIAL AID (II.B.3. and II.C.2.(b)(3)): Gifts for current operations or endowment which have been restricted by the donor for financial aid to students, whether full- or part-time, undergraduate or graduate. For the purpose of this report, such aid includes both need-based and merit scholarships, graduate fellowships, athletic grants-in-aid, student awards and prizes, and gifts made in support of student work-study arrangements.

Caveat: Funds channeled through the institution for support of students specificed by name by the individuals or organizations providing the funds should not be reported as gift revenue.

RESEARCH (II.B.4. and II.C.2.(b)(4)): Gifts for current operations or endowment which are given in support of scientific, technical, and humanistic investigation at the reporting institution.

Caveat: Funds received under contractual arrangements should not be reported as gift revenue. See Nongovernment Grants and Contracts under Guidelines: Gift Valuation above.

LIBRARY (II.B.5. and II.C.2.(b)(5)): Gifts for current operations or endowment provided expressly for the acquisition of books, periodicals, manuscripts, maps, audiovisual equipment, and other materials and activities appropriate to a library.

Caveat: Gifts for staff salaries and operation and maintenance of the library should be reported under Faculty and Staff Compensation and Operation and Maintenance of Physical Plant.

OPERATION AND MAINTENANCE OF PHYSICAL PLANT (II.B.6. and II.C.2.(b)(6)): Gifts credited to this category should include those for current operations or capital purposes restricted to support of the ongoing operation of the physical plant, including its buildings and grounds, other facilities and equipment. Gifts of $10,000 or less for repairs to existing buildings and such gifts for new construction may (see Property) be credited in this category.

OTHER PURPOSES (II.B.7. and II.C.2.(b)(7)): All gifts for either current operations or endowment which cannot be classified as to purpose in one or another of the above categories. The general, unspecified support of athletics should be included in this category. Gifts for athletic scholarships should be included under Student Financial Aid.

III. MANAGEMENT REPORT: OTHER PROGRAM DATA

A. Gifts from Individuals

1. Number of Individuals of Record _____

   a. Alumni _____

   b. Parents _____

   c. Faculty and Staff _____

   d. Students (current head count enrollment) _____

   e. Other Individuals _____

2. Number of Individuals Solicited _____

   a. Alumni _____

   b. Parents _____

   c. Faculty and Staff _____

   d. Students (current head count enrollment) _____

   e. Other Individuals _____

3. Number of Individuals Contributing Gifts for Current Operations of Less than $5,000 _____

   a. Alumni _____

   b. Parents _____

   c. Faculty and Staff _____

   d. Students _____

   e. Other Individuals _____

4. Total Received from Individuals for Current Operations in Gifts of Less than $5,000 $_____

   a. Alumni $_____

   b. Parents $_____

   c. Faculty and Staff $_____

   d. Students $_____

   e. Other Individuals $_____

5. Number of Individuals Contributing Gifts of $5,000 or More for Either Current Operations or Capital Purposes _____

   a. From Living Individuals _____

   b. Through Estate Settlements _____

6. Total Received from Individuals in Gifts of $5,000 or More for Either Current Operations or Capital Purposes $_____

   a. From Living Individuals $_____

   b. Through Estate Settlements $_____

7. Value of Three Largest Gifts from Individuals

   a. From Living Individuals $_____ $_____ $_____

   b. Through Estate Settlements $_____ $_____ $_____

8. Charitable Remainder Trusts

   a. Number of Charitable Remainder Trusts Established _____

   b. Full Amount Transferred in Trust $_____

   c. Remainder Value of Amount Transferred $_____

B. Gifts from Businesses

1. Number of Businesses Contributing (Exclusive of Matching Gifts) _____

2. Three Largest Gifts Credited to Business $_____ $_____ $_____

3. Business Matching Gifts Program Data

   a. Number of Matching Gifts Realized from Businesses _____

   b. Total Funds Realized Through Matching Gift Programs of Business $_____

C. Contributions from Foundations

1. Number of Foundations Contributing _____

2. Three Largest Gifts Credited to Foundations $_____ $_____ $_____

D. Support of Intercollegiate Athletics

1. Number of Donors Contributing Gifts Restricted for Athletics for Current Operations _____

2. Value of Gifts Restricted for Athletics for Current Operations $_____

3. Number of Donors Contributing Gifts for Athletics for Capital Purposes _____

4. Value of Gifts Restricted for Athletics for Capital Purposes $_____

E. Testamentary Commitments (Not to Be Included in Gift Totals)

1. Number of Persons Who Have Made Provision for the Institution in Their Estate Plans Through Their Will or Insurance Program During Year Ending June 30 _____

2. Total Value of Such Provisions Made During Year Ending June 30 $_____

F. Other Institutional Data (as of June 30 of Year of Report)

1. Total Operating Expenditures and Mandatory Transfers of Institution $_____

2. Educational and General Expenditures $_____

3. Market Value of Endowment and Similar Funds (Which Includes Quasi Endowment) as of _____(date) $_____

DEFINITIONS: OTHER PROGRAM DATA

INDIVIDUALS OF RECORD (III.A.1.): Those living persons carried in an institution's files and for whom there are current addresses.

INDIVIDUALS SOLICITED (II.A.2.): That portion of the Individuals of Record who receive at least one solicitation during the course of the reporting year.

Examples: A college may have 21,500 alumni with good addresses in its file but elect one year, for economy's sake, to solicit only those 10,200 persons who have made at least one contribution during the past fifteen years: The Individuals of Record: Alumni would be 21,500, the Individuals Solicited: Alumni would be 10,200. A university may have 44,000 students in the registrar's files, all with known addresses, and decide to solicit its 10,000 seniors for their first annual gift before their graduation: the number of Individuals of Record: Students would be 44,000, the Individuals Solicited: Students would be 10,000.

Caveat: It is assumed that an institution will maintain only a limited number of names and addresses of Other Individuals on a continuing basis but may solicit a larger number from time to time, say, through the use of a city directory or a purchased mailing list. Only in such a case would the number of Individuals Solicited exceed the number of Individuals of Record.

CHARITABLE REMAINDER TRUSTS (III.D.): Include annuity trusts and unitrusts (whether funded with cash, securities, real property or personal property) and gifts to a pooled income fund. Also, as an accounting convenience, gift annuities are to be included in this category.

BUSINESSES MATCHING GIFTS PROGRAM (III.B.4.): Gifts made by businesses which match--on a one-to-one, two-to-one, or three-to-one basis--the voluntary contributions of the firm's employees.

TESTAMENTARY COMMITMENTS (III.E.): Provisions made in wills, through revocable trusts, and in insurance policies for which the college or university has documentation. That documentation might include a photocopy of the pertinent portion of the will, trust document,

or insurance policy and/or a letter describing the commitment and its ultimate financial value to the institution. Provisions which name the college or university as a contingent beneficiary should not be included in the totals reported.

NOTE: The value of Testamentary Commitments should be cited in Section III.E. only and not included in the totals reported in Sections I and II.